	Next Review	September 2028
	Review Period	Bi-annually
	Ratification	FGB
	Reviewed	September 2026
	Website Published	November 2026
	Current Status	Approved
	Policy Author / Checked By	Mr A Hicks
	Government/DfE Requirement	Non-statutory

Personal Possessions, Vehicles and Liability Policy

This policy is underpinned by our school motto and our core values, so that pupils become wise, courageous learners, as well as dignified people of integrity.

"Just and firm of purpose"

The motto of Archbishop Edward Ilsley, and the motto of our school

Our Core Values

Wisdom • Courage • Dignity • Integrity

From September 2026

Contents

Purpose and Scope 3
Our Principles 3
Roles and Responsibilities 3
Responsibilities for Personal Property and Vehicles 3
Lost Property Procedures 4
Prevention Measures 4
Disclaimer 4
Equality and Inclusion 4
Monitoring and Review 4
Related Policies and Further Reading 4
Our Aim 4

Archbishop Ilsley Catholic School is committed to providing a safe and secure environment. This policy explains the school's position on personal belongings, school-issued equipment and vehicles brought onto the premises and sets out what individuals should do if property is lost, stolen or damaged.

Purpose and Scope

This policy applies to all pupils enrolled at the school; all members of staff; visitors, contractors and volunteers; and individuals or organisations using school facilities during evenings, weekends or holidays (lettings customers). It covers personal belongings such as clothing, bags and electronic devices, school-issued equipment, and vehicles and bicycles brought onto school premises.

- School Responsibility
- Individual Responsibility
- Lost Property Procedures
- Prevention Measures

Our Principles

Everyone using the school site is expected to:

1. Take reasonable care of personal belongings and clearly label clothing and equipment where possible.
2. Use designated storage and parking areas, and secure belongings, vehicles and bicycles appropriately.
3. Report lost property promptly and follow the procedures set out in this policy

Roles and Responsibilities

Everyone in our school community has a part to play in keeping ours and each others belongings safe.

Role	Responsibilities
Governing Body / Governors	Approves the policy.
Principal	Overall responsibility for the school.
Strategic Business Manager	Day-to-day oversight of the policy and its arrangements.
Staff	Secure personal items in staff rooms or locked cupboards and secure vehicles when parked on site.
Pupils	Label belongings, take care of them, use designated storage areas and report lost property to a class teacher or form tutor immediately.
Visitors, contractors, volunteers and lettings customers	Bring belongings and vehicles onto the site at their own risk. Lettings customers must ensure participants are aware of this policy.

Responsibilities for Personal Property and Vehicles

The school will take reasonable steps to provide a safe and secure environment during normal school operations and lettings. However, the school cannot accept responsibility for the loss, theft or damage of personal belongings or vehicles brought onto the premises at any time. The school does not provide insurance cover for personal belongings or vehicles.

School and Individual Responsibilities

The school will provide designated storage and parking areas where possible, such as the staff car park and bicycle racks. Individuals remain responsible for their own property.

- Pupils should clearly label belongings with their full name, take care of their belongings and use designated storage areas. Lost property must be reported immediately to a class teacher or form tutor.
- Staff should secure personal items in staff rooms or locked cupboards and are responsible for securing their vehicles when parked on site.

Visitors, contractors, volunteers and lettings customers bring all personal belongings and vehicles onto the site at the owner's risk. The school will not accept liability for loss or damage during events, lettings or community use. Lettings customers are responsible for making participants aware of this policy

Lost Property Procedures

Any lost item or vehicle should be reported promptly using the appropriate contact below:

Pupils

Report lost property immediately to a class teacher or form tutor.

Staff

Report lost property to reception or site manager

Visitors and Customers

Report lost property to the site manager or lettings staff

Vehicles

If a vehicle or bicycle is stolen, the owner must contact the police and provide the school with a crime reference number

Prevention Measures

To reduce the likelihood of loss, theft or damage, everyone using the site should:

• Clearly label clothing and equipment.
• Avoid bringing unnecessary valuables to school or lettings events.
• Use secure storage and designated parking facilities.
• Ensure vehicles and bicycles are locked and secure

Disclaimer

While the school will take reasonable steps to assist in locating lost property and to maintain security measures, it cannot accept liability for the loss, theft or damage of personal belongings, vehicles or contents brought onto the premises by pupils, staff, visitors or lettings customers at any time

Equality and Inclusion

This policy will be applied fairly and consistently, and will never disadvantage anyone because of a protected characteristic under the Equality Act 2010, such as disability, race, sex, religion or belief, sexual orientation or gender reassignment.

- The school will take reasonable steps to avoid substantial disadvantage to disabled people caused by its policies or practices. Where a pupil has an Education, Health and Care Plan (EHCP), or another person has a relevant support plan, its provision will be taken into account.

Where necessary, reasonable adjustments will be considered to support fair access to the lost property and reporting arrangements.

Monitoring and Review

This policy will be reviewed by the school and presented to Governors for approval as appropriate. The next review date is shown on the front cover.

Related Policies and Further Reading

- No related policies

Our Aim

Our aim is to make clear the responsibilities of everyone bringing personal belongings or vehicles onto the school site, and to provide a straightforward process for reporting and checking lost property. We ask all pupils, staff, visitors and lettings customers to take reasonable care of their belongings and to follow this policy.